

Nilesh Modi, IEEE QLD Section Chair	Jennifer Zapata IEEE QLD Section Secretary
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Office	Attendance	Pre sent	Apol ogy	Sky pe/ We bex	Ab- sent
Chair	Nilesh Modi	X			
Vice Chair	Alexandra Posoldova	X			
Secretary	Jennifer Zapata			X	
Treasurer	Vaughan Clark-son	X			
Immediate Past Chair	Daniel Eghbal		X		
Newsletter Editor	David R				
Webmaster	Farzad Faradjizadeh	X			
Professional Activities	Waaile Lafta				X
Membership Development chair	Sudarshan Dahal	X			
Awards & Recognition					
Student Activities Chair	Rasoul Garmabdari				X
Student Activities Assistant Chair	Mohammadhosse in Etesami	X			
Educational Activities Chair	Rasoul Garmabdari				X
Engineers Australia Liaison	Tapan Saha	X			
TISP	Michael Cowling	X			
Women in Engineering (Chair)	Negareh Ghasemi	X			
Women in Engineering (Vice chair)	Marie-Luise Wille	X			

Minutes of Meeting held on February 12th 2019, 5:30pm
Venue: UQ, St Lucia Campus, Advanced Engineering Building, Room 49-601
Webex Meeting Number: 591 164 987 Dial in Number (1800456315)

Women in Engineering (Secretary)	Hanxiao Zhang				
Aerospace and Electronic Systems Chapter (Chair)					
Aerospace and Electronic Systems Chapter (VC)					
Aerospace and Electronic Systems Chapter (Sec)					
Computational Intelligence Chapter (Chair)	Andrew Lewis	X			
Computational Intelligence Chapter (VC)					
Computational Intelligence Chapter (Sec)					
Computational Intelligence Chapter (Treasurer)					
Computer Chapter (Chair)	Rajib				
Computer Chapter (VC)					
Computer Chapter (Sec)	Mike Robinson				
Computer Chapter (Treasurer)					
Control Sys/Robo & Auto Chapter (Chair)	Wail Lafta	X			
Control Sys/Robo & Auto Chapter (VC)					
Control Sys/Robo & Auto Chapter (Sec)					
Engineering in Medicine & Biology Chapter (Chair)	Qing Zhang	X			
Engineering in Med & Biology Chapter (VC)	Mohanraj Karunanithi				
Engineering in Med. & Biology Chapter (Sec)	Vanessa Smallbon	X			
MTT/AP Chapter (Chair)	Antony Lui				
MTT/AP Chapter (VC)	Hugo Espinosa				
MTT/AP Chapter (Secretary)	Anthony Stancombe	X			
Power & Energy Chapter (Chair)	Tapan Saha	X			

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Power & Energy Chapter (VC)	Chandima Ekanayake	X			
Power & Energy Chapter (Secretary)	Mohammadhosse in Etesami				
Power and Energy Chapter (treasurer)	David Batterham	X			
Signal Pro & Comms Chapter (Chair)	Kristian Weegink	X			
Signal Pro & Comms Chapter (VC)	Greg Hislop		X		
Signal Pro & Comms Chapter (Sec)	Muhammad Mohtasim				
Young Professionals Affinity Group (Chair)					
Young Professionals Affinity Group (VC)	Celeste De Mezieres			X	
Young Professionals Affinity Group (Sec)	Reuben Peterkin				
Young Professionals Affinity Group (Treasurer)					
PE/IE/EA (Chair)	Mahinda Vilathgamuwa				
PE/IE/EA (VC)	Junwei Lu				
PE/IE/EA (SEc)	Firuz Zare				
PE/IE/EA (Treasurer)	Mohammadhosse in Etesami				
Student Counsellor QUT	Ghavam Nourbakhsh		X		
QUT Student Branch, Chair	Tara Shabab	X			
QUT Student Branch, Vice-Chair	Babak Jeddi	X			
QUT Student Branch, Secretary	Jennifer Zapata Giraldo			X	
QUT Student Branch, Treasurer	Mohsen Khorasany	X			
UQ student branch Councillor	Chandima Ekanayake	X			
UQ student branch Chair	Rohith Nuna	X			
UQ student branch VC	Ricky Nguyen	X			

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UQ Student Branch Secretary					
Student Counsellor GU-Nathan	Sascha Stegen				
GU Nathan Student Branch Chair					
GU Nathan Student Branch Vice-Chair					
GU Nathan Student Branch Secretary					
GU Nathan Student Branch Treasurer					
Student Counsellor GU-GC	Stephen So				
GU-GS Student Branch Chair					
GU-GS Student Branch Vice-Chair					
GU-GS Student Branch Secretary					
Student Counsellor USQ					
Student Counsellor CQU – Brisbane	Michael			X	
Student Counsellor CQU – Rockhampton					
Australian Oceanic Engineering Chapter – Queensland Rep					
Power and Energy Chapter (student rep chair)	Sameera Samarasinghe	X			
Power and Energy Chapter (student rep vice-chair)	Ebby Thomas	X			
IEEE ç President					
IEEE HKN VP					
IEEE HKN Secretary					
IEEE HKN Treasurer					
IEEE HKN Media officer					
IEEE HKN - Faculty advisor					
SSIT Chair					
SSIT Vice-Chair					
SSIT Secretary					

The 1st Queensland Section meeting for 2019 started at 5:30pm after Chair noted that the required quorum was present and welcomed the members. Alexandra Posoldova (Vice-chair) recorded the minutes.

1. **Attendance and apologies:** As noted.
2. **Confirmation of agenda:** agenda confirmed.
3. **Approval of minutes of the last meeting:** Minutes of previous meeting October 2018 will be circulated next meeting. **Review of Action List:** Review of action list will be reviewed next meeting upon approval of previous meeting minutes.

4. **Committee coordination: Chair**

- 4.1. Electing volunteers for vacant positions.
 - 4.1.1. Jenniffer Zapata was elected as section secretary for 2019.
 - 4.1.2. Mike Robinson was elected for position of Awards & recognition.
 - 4.1.3. Michael Cowling was elected as TISP volunteer and Mike Robinson kindly offered to introduce him to this role.
 - 4.1.4. Han was elected for Secretary of WIE.
 - 4.1.5. Rajib Rana was elected as chair for ComSoc
 - 4.1.6. Antony was elected as chair of MTT/AP chapter.

Action item 2019-02-01 Contact potential volunteers for newsletter editors. Nilesh to contact Davit Russel.

Action item 2019-02-02 Nilesh to contact Tapan Saha for position of Engineers Australia Liaison.

Action item 2019-02-03 Nilesh to contact potential volunteers for Aerospace and Electronic Systems Chapter

Action item 2019-02-04 Nilesh to contact potential volunteers for Computer chapter

- 4.2. \$200 to support section chair to attend Australia Council meeting in Melbourne day before R10 meeting

Motion: \$200 to support Nilesh Modi to attend Australia Council meeting

Proposer: Alexandra Posoldova **Seconded:** Mary Luise Wille **Motion PASSED.**

- 4.3. Proposal to have a theme around 'industry engagement'. Consider setting aside some fund specifically for events that attracts industry, if needed.
- 4.4. Review of Awards and membership discussion will continue next meeting
 - 4.4.1. Thought process: By the time we start this process (usually towards end of year), it is difficult to recollect what volunteers have contributed in past year. Also giving award in Nov/Dec 2018 for the work done in 2017 looks a bit misaligned. It was asked to the committee to think about a better idea, perhaps doing it through the QLD Section web page.

5. **Reports from Section Committee**

- 5.1. **Treasurer:** Treasurer report was sent via email prior to meeting. It was explained that the report has two bank accounts because QLD Section moved to ANZ. It was discussed that Daniel Eghbal (Past chair) should be excluded from the approval signatures for bank account. The new secretary, Jenniffer Zapata Giraldo should be included in the bank signature process. The account name in the ANZ is IEEE Queensland Section.

Action item 2019-02-05 Jenniffer to contact the bank for addition of signature.

6. Student chapter activities

- 6.1. UQ-PES:** Propose an activity and ask for 100 \$ to support it. They will be sending the proposal to the secretary for approval. An item to discuss in the next meeting.
- 6.2. QUT:** Presentation of new student branch committee. They will send the plans for 2019.

7. Chapter and affinity groups reports and plans

7.1. Aerospace and Electronic Systems Society

New Executive committee:
Chair: Dr. Jason Williams
Vice-chair: Dr. Tristan Gunnarsson
Secretary: Dr. Hanxiao Zhang

7.2. Microwave Theory & Techniques/Antennas & Propagation:

New Executive committee:
Chair: Dr. Antony Lui (UQ, Currently Vice Chair)
Vice-chair: Dr. Hugo Espinosa (Griffith, former QLD committee member)
Secretary: Mr. Anthony Stancombe (UQ, Current Secretary)
They will send the plans for 2019 to the secretary.

On 7 March 2019, they are going to have their first DL talk this year - Dr. Marku Gardill, MTT DL will have his seminar at UQ. They requested \$100 for catering for the event.

MOTION: To support MTT/AP DLS talk for \$100

Proposer: Antony Lui **Seconded:** Nilesh Modi **MOTION PASSED**

7.3. Computer Society

New executive committee:
Chair: Rajib Rana
Secretary: Mike Robinson

7.4. PES

They will send the plans for 2019 to the secretary.

7.5. Women in Engineering:

The IEEE WIE ILS was successfully held at the Brisbane Convention Centre in November 2018 and the overall the conference was a great success with around 100 participants. It left \$25600 to the Affinity group. The chair asked if it is possible to reimburse to the volunteers of the event the registration fee they paid to attend it. The reimbursement of the 10 committee members who attended the conference would be \$3500. The remaining account balance would be approx. \$22100 of which NSW section will receive 29% (\$6400) as per MOU. The proposal was sent to Nilesh and it was approved. She also asked how WIE can spend this money. Nilesh gave an example of how PES does it. They usually spend the money in activities that increase the number of members.

MOTION: To reimburse to the 10 committee members of WIE the registration fee.

Proposer: Marie Luise Wille **Seconded:** Nilesh Modi **MOTION PASSED**

The meeting adjourned at 7:30pm.

Next meeting 12 March 2019

ACTION LIST

Actions shaded dark have been either completed or cancelled.
 (Numbering Scheme: Meeting#- Action Number- Year).

Action No	Description	Completion Date	Status
2019-02-01	Contact potential volunteers for newsletter editors. Nilesch to contact Davit Russel.	Before next meeting	
2019-02-02	Nilesch to contact Tapan Saha for position of Engineers Australia Liaison.	Before next meeting	
2019-02-03	Nilesch to contact potential volunteers for Aerospace and Electronic Systems Chapter	Before next meeting	
2019-02-04	Nilesch to contact potential volunteers for Computer chapter	Before next meeting	
2019-02-05	Jennifer to contact the bank for addition of Jennifer's signature.	Before next meeting	

Budget requests

Item name	date	Requested amount	Approved
Nilesch Modi to attend Australia Council meeting	01/03/2019	200	Yes
To support Tapan Saha, Daniel Eghbal and Vaughan Clarkson to attend R10 meeting in Melbourne	02/03/2019	3000	Yes
UQ-PES student branch to support an activity		100	To discuss next meeting

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Item name	date	Requested amount	Approved
The reimbursement of the 10 WIE committee members that participate in ILS	24-02-2019	3500	Yes
To support a DLS talk from MTT/AP chapter	07-03-2019	100	Approved